



SEPLAT ENERGY PLC  
(ON BEHALF OF THE NNPC/SEPLAT JOINT VENTURE)  
NipeX TENDER REF. NO.: **SEPLAT.00000114**  
NCDMB CERTIFICATE NO: **ES/NCDMB/SEPLAT-NCP/IPPG/260224**



TENDER OPPORTUNITY: PROVISION OF MANPOWER SUPPORT SERVICES FOR NNPC/SEPLAT JV

### 1.0 INTRODUCTION:

Seplat Energy Plc, on behalf of the NNPC/SEPLAT Joint Venture (hereinafter referred to as “**Company**”) seeks interested and pre-qualified contractors for the PROVISION OF MANPOWER SUPPORT SERVICES FOR NNPC/SEPLAT JV on call-off basis as detailed in item 2 below. The contract is proposed to commence in Q1 2025 and continue for three (3) firm years plus two (2) year optional extension.

### 2.0 SERVICES REQUIRED/SCOPE OF WORK:

The Scope of Work outlines the responsibilities, expectations and deliverables for the provision and management of 3rd party manpower supply personnel and auxiliary support service contract to Seplat Energy Plc.

1. **Contingent Workforce deployment:** source and recruit qualified contractor staff who are expected to occupy short term establishment positions based on Seplat’s specifications, and be managed in compliance with best labour practices and Nigerian Labour Law provisions which includes but not limited to the following:

#### Management and Oversight:

- Supervision and management of contractor staff performance, including regular evaluations.
- Provide necessary training to contractor staff to align with Seplat’s standards and expectations.

#### Administrative Support:

- Handle payroll processing, benefits administration, medical insurance, group life insurance, statutory tax remittances (pension, NSITF, ITF, PAYE, etc.), work permit/visa for Expatriates and other administrative tasks related to contract staff.
- Prompt salary payment before the end of the month.
- Compliance with legal and regulatory requirements related to employment.

#### Performance Metrics

Key Performance Indicators (KPIs):

- Timely deployment of contractor staff.
- Adherence to performance standards and client satisfaction.
- Compliance with legal and regulatory requirements.
- Effective issue resolution and communication.

#### Reporting:

The Contractor shall submit regular reports to Seplat, including but not limited to:

- Monthly performance reports.
- Staffing updates and changes.
- Any issues or concerns that may impact on the contract.

2. **Contract For Service:** This includes the use of own personnel to provide different auxiliary services along different service groups. Services will be provided for Seplat Energy Plc’s service groups (user departments) in areas including but not limited to:

- Service contract that covers Supply Chain Management services such as Logistics, Inventory, Warehousing, etc.
- Service contracts that cover other Business Services such as Drivers, Catering, Admin & Front Desk Service, etc.

### 3.0 MANDATORY REQUIREMENTS:

1. To be eligible for this tender exercise, interested Tenderers are required to be pre-qualified in the following categorization codes (Product/Service) of NipeX Joint Qualification System (NJQS) database:

- a. **Manpower Supply, Temporary Staff Hiring Technical: 3.18.18**
- b. **Manpower Supply, Temporary Staff Hiring Administration: 3.18.19**

All Successfully prequalified suppliers in this category will receive Invitation to Tender (ITT).

2. To determine if you are pre-qualified and view the product/service category you are listed for: you may log-in to <https://vendors.nipex-ng.com> and access NJQS with your log in details. Click on Products/Services Status tab to view your status and product codes.
3. If you are not listed in a Product/Service category and you are registered with NUPRC to do business, contact NipeX office at 27b, Oyinkan Abayomi Drive, Ikoyi, Lagos with your NUPRC certificate as evidence for verification and necessary update.
4. To initiate the JQS pre-qualification process, you may access [www.nipex-ng.com](http://www.nipex-ng.com) to download the requisite application form, make necessary payments and contact NipeX office. For further action, click on services tab followed by NJQS registration.
5. In addition, Tenderers shall also be required to comply with the Nigerian Content requirements in the Nigerian Oil & Gas Industry Content Development Act 2010

#### **4.0 NIGERIAN CONTENT REQUIREMENT:**

1. Demonstrate that only Nigerian indigenous company having greater than or equal to 51% Nigerian shareholding in the registered company, by providing details of company ownership and shareholding structure (form CO2 and CO7).
2. Provide evidence of registration on NOGICD JQS portal.
3. Submit Tenderer's corporate organizational and project/contract specific organogram for all key personnel and CV's of all personnel as listed in the project organogram.
4. Tenderer shall provide a detailed description of the location of in-country committed facilities & infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, and assembly area) in Nigeria to support this contract.
5. In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainer(s) or other approved NCDMB training institution(s).
6. Tenderer shall provide evidence of Binding MOA with Nigerian companies for the procurement of all items for execution of the work scope.
7. Tenderer shall provide evidence of Purchase Orders, Project Completion Certificates, Bill of Landing etc.) of at least 50% Nigerian ownership of all equipment to execute this work scope.
8. In line with NCDMB Guidelines specific to this tender, the bidder shall provide a valid Nigerian Content Equipment Certificate (NCEC) Category 1, 2, 3, 4, or 5 under the CS (Consultancy & Studies Group) for provision of manpower services

#### **5.0 CLOSING DATE:**

Only Tenderers who are registered with either of the NJQS product service codes stated above as at **4pm on 9<sup>th</sup> August 2024**, being the advert closing time/date shall be invited to submit Technical and Commercial Bids.

#### **6.0 ADDITIONAL INFORMATION:**

1. All costs incurred in preparing and processing NJQS prequalification and responding to this Tender Opportunity shall be to the Contractor's own account.
2. This advert shall neither be construed as any form of commitment on the part of Company to award any contract to any Contractor and or associated contractors, sub-contractors or agents, nor shall it entitle Prequalified Contractors to make any claims whatsoever, and/or seek any indemnity from Company and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.
3. The tendering process shall be undertaken in accordance with the NNPC contracting process which requires pre-qualified Contractors to submit their documentation in the following manner:
  - Pre-Qualified contractors in the relevant Services category in NJQS will be requested to submit their Technical and Commercial Tenders at the same time, Double Envelope Tender (DET).
  - Following the Technical evaluation process, only technically acceptable and financially qualified contractors will have their Commercial Tenders opened and evaluated

4. Company will communicate only with authorized officers of the qualifying Companies at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents.
5. This tender and any related process neither creates any commitment by Company nor establish any legal relationship.
6. All information must be provided in English Language.
7. Notwithstanding the pre-qualification in NJQS, Company is neither committed nor obliged to include your company on any bid list or to award any form of contract to your company and/or associated companies, sub-contractors, or agents.
8. Company will not enter any form of communication with interested bidder(s) from the commencement date of this "Invitation To tender".
9. Willful submission of any fictitious document will attract suspension from participation in future bids.
10. Only pre-qualified companies in the appropriate supplier Categorization shall be invited for tendering.
11. NNPC/SEPLAT reserves the right to reject any pre-qualified supplier at their sole discretion and at no cost whatsoever.
12. Evaluation of tenders and selection of successful bidders will be based on proven capability of a bidder to offer the service.

**Please visit Nigerian Petroleum Exchange (NipeX) portal at [www.nipex-ng.com](http://www.nipex-ng.com) for this advert and other information and note that this tender will be processed through NipeX system.**